



San Benito County

**Service
Authority for
Freeways and
Expressways**

Service Authority for Freeways and Expressways

Final Budget Fiscal Year 2020/21

August 20, 2020

Prepared and Compiled by:
Kathy Postigo
Administrative Services Specialist

Contact Information:
330 Tres Pinos Road, Suite C7
Hollister, California 95023
(831) 637-7665

**SERVICE AUTHORITY FOR FREEWAYS AND
EXPRESSWAYS
FINAL BUDGET
FISCAL YEAR 2020/2021**

Published by Order of the:
Board of Directors

Jaime De La Cruz
County of San Benito

Peter Hernancez
County of San Benito

Ignacio Valazquez
City of Hollister

Rolan Resendiz
City of Hollister

Mary Vazquez Edge
City of San Juan Bautista

Executive Director
Mary Gilbert

*Prepared and
Compiled by:*
Kathy Postigo
Administrative Services Specialist

Approved: August 20, 2020
Contact Information:
330 Tres Pinos Road, Suite C 7
Hollister, California 95023
(831) 637-7665

TABLE OF CONTENTS

| | |
|---|------------|
| SAFE EXECUTIVE SUMMARY | 1 |
| SAFE GOALS AND OBJECTIVES | 1 |
| SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS BUDGET | 2-3 |
| APPENDIX | |
| PURCHASING POLICIES FOR THE SERVICE AUTHORITY FOR FREEWAYS AND EXPRESS WAYS..... | 4-9 |
| POLICIES FOR AMENDING THE SAFE'S BUDGET..... | 10 |
| BUDGET ADJUSTMENT/TRANSFER FORM..... | 11 |



San Benito County

**Service
Authority for
Freeways and
Expressways**

Executive Summary

The Service Authority for Freeways and Expressways operates and maintains the emergency motorist aid call boxes in San Benito County. The agency was formed in 1998 to implement a call box program on the State Highways within the County. There is a total of 40 call boxes installed on Highways 25, 101, 152, and 156.

The Department of Motor Vehicles collects \$1 per registered vehicle in San Benito County to fund the program. A Five-Year Strategic Plan was developed in 2009 to provide direction on the emergency motorist aid system for the next five years. Since that time, the Authority has been working on the implementation of the Strategic Plan. The Service Authority for Freeways and Expressways total budget for FY 2020/2021 is \$166,006.

There is an increase in the total amount of the Authority's budget from FY 2019/2020 to FY 2020/2021 due to the new a contract with the California Highway Patrol for patrolling of Highway 25 and a required upgrade on call boxes to 4G.

Goals and Objectives

The Service Authority for Freeways and Expressways goal is to ensure that existing emergency call boxes are maintained in proper working order. The Service Authority for Freeways and Expressways also works with Caltrans and the California Highway Patrol to continue call box operations.

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
BUDGET - FY 2020/21
EXPENDITURES**

| EXPENDITURE DESCRIPTION | | Adopted Budget FY 19/20 | Estimated Actual to June 30, 2019 | Proposed Budget FY 20/21 | Budget Estimate for FY 21/20 | Variance FY 19/20 FY 20/21 |
|------------------------------|--|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| Personnel | | | | | | |
| 610.101 | Salaries | 17,170 | 16,955 | 17,286 | 18,550 | 116 |
| 619.226 | Administrative Support | - | - | - | - | - |
| | Total | 17,170 | 16,955 | 17,286 | 18,550 | 116 |
| Services and Supplies | | | | | | |
| 619.126 | Magazines and Subscriptions | - | - | - | - | - |
| 619.132 | Communications | 3,570 | 3,500 | 3,570 | 3,800 | - |
| 619.138 | Computer Maintenance | - | - | - | - | - |
| 619.140 | Computer Supplies | - | - | - | - | - |
| 645.701 | General Insurance | 346 | 338 | 400 | 400 | 54 |
| 619.152 | Maintenance of Equipment | 32,000 | 30,000 | 32,000 | 32,500 | - |
| 619.154 | Maintenance of Equipment - Oil and Gas | - | - | - | - | - |
| 619.158 | Maintenance of Structures and Grounds | - | - | - | - | - |
| 619.280 | Marketing | - | - | - | - | - |
| 619.166 | Membership Dues | - | - | - | - | - |
| 619.166 | Office Furniture under \$3,000 | - | - | - | - | - |
| 619.168 | Office Equipment under \$3,000 | - | - | - | - | - |
| 619.176 | Special Project Supplies - Supplies | - | - | - | - | - |
| 619.174 | Supplies | - | - | - | - | - |
| 619.172 | Postage and Delivery | - | - | - | - | - |
| 619.210 | Legal | 50 | 50 | 50 | 50 | - |
| 619.222 | Other Consultants | - | - | - | - | - |
| 619.180 | Public and Legal Notices | - | - | - | - | - |
| 619.184 | Rent Equipment | - | - | - | - | - |
| 619.186 | Rent Structures | - | - | - | - | - |
| 619.190 | Small Tools | - | - | - | - | - |
| 619.268 | Special Dept. Expense - Other | - | - | - | - | - |
| 619.196 | Travel Lodging | - | - | - | - | - |
| 619.198 | Travel Meals | 50 | - | 50 | 50 | - |
| 619.194 | Training | - | - | - | - | - |
| 619.200 | Travel Transportation | 150 | - | 150 | 100 | - |
| 619.306 | Utilities | - | - | - | - | - |
| | Total | 36,166 | 33,888 | 36,220 | 36,900 | 54 |
| Contracts | | | | | | |
| 619.250 | Special Dept. Expense - Contracts | 150 | 150 | 112,500 | 57,000 | 112,350 |
| | Total | 150 | 150 | 112,500 | 57,000 | 112,350 |
| Capital | | | | | | |
| 650.304 | Furniture and Fixtures | - | - | - | - | - |
| 650.302 | Equipment other than Computer | - | - | - | - | - |
| 650.303 | Computer Hardware | - | - | - | - | - |
| 650.301 | Automobiles, Trucks, Vans | - | - | - | - | - |
| | Total | - | - | - | - | - |
| Other | | | | | | |
| 640.320 | OPEB | - | - | - | - | - |
| | Total | - | - | - | - | - |
| | TOTAL PROPOSED BUDGET | 53,486 | 50,992 | 166,006 | 112,450 | 112,520 |

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

| REVEUE DESCRIPTION | Adopted Budget FY 19/20 | Estimated Actual to June 30, 2019* | Proposed Budget FY 20/21 | Budget Estimate for FY 21/20 | Variance FY 19/20 FY 20/21 |
|--|-------------------------------|--|--------------------------------|------------------------------------|----------------------------------|
| 550.109 Registered Vehicle Revenue | 63,670 | 65,342 | 66,000 | 64,030 | 2,330 |
| Fund Balance(Carryover previous years) | 198,000 | 203,452 | 220,000 | 122,200 | 22,000 |
| 541.001 Interest Revenue | 2,000 | 4,000 | 3,500 | 3,000 | 1,500 |
| TOTAL REVENUE | 263,670 | 272,794 | 289,500 | 189,230 | 25,830 |

| EXPENDITURES VS REVENUES | Adopted Budget FY 19/20 | Estimated Actual to June 30, 2019* | Proposed Budget FY 20/21 | Budget Estimate for FY 21/20 | Variance FY 19/20 FY 20/21 |
|------------------------------|-------------------------------|--|--------------------------------|------------------------------------|----------------------------------|
| EXPENDITURES | | | | | |
| Personnel | 17,170 | 16,955 | 17,286 | 18,550 | 116 |
| Services & Supplies | 36,166 | 33,888 | 36,220 | 36,900 | 54 |
| Contracts | 150 | 150 | 112,500 | 57,000 | 112,350 |
| Capital | - | - | - | - | - |
| Other | - | - | - | - | - |
| TOTAL EXPENDITURES | 53,486 | 50,992 | 166,006 | 112,450 | 112,520 |
| REVENUES | | | | | |
| Revenues | 263,670 | 272,794 | 289,500 | 189,230 | 25,830 |
| TOTAL REVENUE | 263,670 | 272,794 | 289,500 | 189,230 | 25,830 |
| TOTAL PROPOSED BUDGET | 53,486 | 50,992 | 166,006 | 112,450 | 112,520 |

| | | |
|----------------------------------|----------------|----------------------------------|
| FUND BALANCE | 123,494 | |
| DESIGNATED FUND BALANCE | - | |
| UNDESIGNATED FUND BALANCE | 123,494 | Only available for SAFE projects |

BUDGET NOTES

| | Proposed Budget FY 20/21 |
|---|--------------------------------|
| Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries. | |
| Total | 17,286 |
| Services and Supplies Services and Supplies include regular budget items to support call box operations. | |
| Total | 36,220 |
| Contracts Contracts includes a contract with CHP for patrolling of Hwy25 and Upgrade Call Boxes to 4G. | |
| Total | 112,500 |
| Capital No Capital expenditures are proposed in this Budget. | |
| Total | - |
| Other SAFE share of OPEB costs. | |
| TOTAL PROPOSED BUDGET | 166,006 |

APPENDIX

**SERVICE AUTHORITY FOR
FREEWAYS AND EXPRESSWAYS**

BUDGET

FISCAL YEAR 2020/2021

PURCHASING POLICES FOR SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

DEFINITIONS

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Service Authority For Freeways and Expressways
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to SAFE programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.
- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

B. PURPOSE OF CHAPTER

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

C. DESIGNATION OF THE PURCHASING AGENT

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Service Authority For Freeways and Expressways.

D. PURCHASING AGENT – POWERS AND DUTIES

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for SAFE where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the SAFE with or without furnishing of material where the aggregate cost does not exceed \$50,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing SAFE projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of SAFE, contracts to lease or rent for the SAFE real property or storage space where funding has been approved by the SAFE Board, with an annual rent not to exceed \$50,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to SAFE purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for SAFE where funding has been approved and budgeted by the Board unless specified otherwise in the SAFE Purchasing Policy.

2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Rental of Real Property – To negotiate and execute in the name of SAFE, contracts to lease or rent for SAFE real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

G. PURCHASING METHODS AND PROCEDURES

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended.

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis: the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.
8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for SAFE personnel.

11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of SAFE, or the necessary emergency repair of SAFE equipment.
13. When the product/services are needed by SAFE pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that SAFE gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.
3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any

responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within ten percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies, shall be considered equal to the amount of the lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of SAFE;
3. in order to make necessary emergency repairs of SAFE equipment required to provide essential services or for the operation of SAFE; or
4. in order to avoid economic loss to SAFE.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Service Authority for Freeways and Expressways' Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Service Authority for Freeways and Expressways' Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers may be made with prior approval of the Executive Director.

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

Note: Intraobject is within object titles example within Services and Supplies.
Interobject is between object titles example between Contracts and Personnn

**Service Authority for Freeways and Expressways
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**Interdepartmental Transfer or
Interobject Transfer >\$50,000**
(Requires Board Approval)

Interobject Transfer <\$50,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

| <u>Org Key:</u> | <u>Object No:</u> | <u>Description</u> | <u>Decrease/ Rev. Increase</u> | <u>Increase</u> |
|-----------------|-------------------|--------------------|------------------------------------|-----------------|
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| _____ | _____ | _____ | \$ - | \$ - |
| Total | | | \$ - | \$ - |

Comments: _____

Submitted: _____

_____ Date

Verification of Sufficient Funds: _____
 Administrative Services Specialist

_____ Date

Approval: _____
 Executive Director

_____ Date

Approval by COG Board

_____ Date

Attested: _____
 Clerk of the Board: _____

Vote: _____ Yes _____ No